

INVITATION TO BID

The Department of Transportation and Development is requesting a bid for moving services for performing the work described on the attached Bid Proposal form.

Your bid must be submitted on the form, and must contain the total moving cost, itemized to include the hours and hourly rates for labor and equipment, insurance, and any other special charges required for the move. It should include costs for packing, disconnecting, disassembling, loading, transporting up to 50 miles, unloading, unpacking and reconnecting (excluding the cost of materials or alterations).

_____ Turn Key Bid

_____ Do not include any items in your bid which you must subcontract.

All the personal property listed on the attached inventory shall be considered in your move, but this list is not necessarily all-inclusive. Should you be contracted to perform the move, all work shall be performed in accordance with all laws, ordinances, codes or regulations that may govern or affect the performance of the work.

The completed and signed bid application form should be returned to the following address as soon as possible:

The Department will pay a reasonable amount for the cost of the estimate, but should you be awarded the move, the cost of the estimate shall be deducted from the move payment.

NOTE: Do not submit the estimate or any amounts to the parties concerned.

Sincerely,

R.E. AGENT

ATTACHMENTS: Inventory List
Bid Proposal Form

BID PROPOSAL FORM
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

PROJECT NO. _____ MOVING COMPANY _____
PARCEL NO. _____ ADDRESS: _____
DISPLACEE _____ PHONE: _____

MOVE FROM: _____

MOVE TO: _____

SPECIFICATIONS:

PACKING AND UNPACKING LABOR

Packing Man-hours _____ x Cost Per Man-hour \$ _____ = \$ _____

Unpacking Man-hours _____ x Cost Per Man-hour \$ _____ = \$ _____

SUBTOTAL = \$ _____

PACKING MATERIAL

Description	Quantity	Charge	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Attach extra sheet, if necessary. SUBTOTAL = \$ _____

MOVING LABOR

Moving Man-hours _____ x Cost Per Man-hour \$ _____ = \$ _____

SUBTOTAL = \$ _____

EQUIPMENT

Description	Hours/Miles	Charge	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Attach extra sheet, if necessary. SUBTOTAL = \$ _____

INSURANCE

_____ @ \$ _____ per pound SUBTOTAL = \$ _____

DISCONNECT AND RECONNECT

Disconnect Costs \$ _____ + Reconnect Costs \$ _____ SUBTOTAL = \$ _____

SPECIAL SERVICES REQUIRED

Service	Charge	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

SUBTOTAL = \$ _____

STORAGE (PER MONTH)

Estimated Pounds _____ @ \$ _____ per pound = \$ _____
Insurance _____ @ \$ _____ per \$100 = \$ _____
Move out of Storage _____ \$ _____ = \$ _____

SUBTOTAL = \$ _____

TOTAL BID = \$ _____